

CHART Meeting Agenda
Thursday, April 1, 2010
1:30-3:00 PM

- I. Introductions
 - A. New CHART Member(s) & Visitor(s)
- II. Community Action Plan (CAP)
 - A. Updated 3-25-10
 - B. Sub Team Updates & Comments
- III. Website/Recreation Map
 - A. D. Kotapish
- IV. Marketing Ideas
 - A. "One Page" Sheet – D. Kotapish
 - B. Press Release – D. Kotapish
 - C. Other Current Marketing
- V. Lake Health "Personal Profile" Data
 - A. S. Minjares
- VI. Old Business
 - A. Budget – Request Form
 - B. Guidelines
 - C. State Advisor
- VII. New Business
 - A. In Kind Dollars – Tracking
 - B. Progress Report – Due April 5, 2010

Next Meetings

- A. CHART June 3, 2010 at 1:30 PM
- B. Sub Team Meetings
 - 1. Community-at-Large May 11, 2010 at 1 PM
 - 2. Community Institution/Organization May 18, 2010 at 2 PM
 - 3. School May 14, 2010 at 1:30 PM
 - 4. Worksite May 3, 2010 at 2 PM

ACHIEVE
CHART Meeting
April 1, 2010

Members Present:

Battiato, Matt	Lake County Job and Family Services
Bennett, Dick	Lake County YMCA
Berry, Reese	Council on Aging
Blakeley, Mary Ann	Lakeland Community College
Boyd, Jason	Lake County Planning Commission
Cantor, Ellen	Leadership Lake County
Gill, Ken	Neighboring
Gills, James	Lake County Engineers' Office
Graham, Ron	Lake County General Health District
Homyock, Lee	Department of Recreation and Public Lands, Painesville
Horvath, Beth	Lake County YMCA
Katz, Brian	Willoughby Parks and Recreation
Kotapish, Dick	Lake County GIS
Lindstrom, Wayne	Crossroads
Luyster, Tori	Lake County General Health District
Minjares, Sharon	Lake Health Systems
Salkiewicz, Traci	Lake County Engineers Office
Siciliano-Miller, Lisa	OSU Cooperative Extension Office
Troy, Dan	Lake County Commissioners
Zeller, Cathy	Starting Point

Guests Present:

Balazs, Kathy	Curves, Willoughby Hills
Orndorff, Maurine	Lake Soil & Water Conservation District

T. Luyster opened the meeting at 1:35 p.m.

I. Introductions

Roundtable introductions given. Guests introduced.

II. Community Action Plan (CAP):

A. Updated 03/25/10

Each CAP Chair provided updates:

Worksite – A worksite nutrition letter in final draft and Tori to finalize. Letter to go out to several large corporations and a few small businesses with a follow up phone call. This letter to offer low cost ideas and support for worksite nutrition and worksite activities they can implement. Tori explained the focus of wellness policy ideas. Businesses will be invited to a group meeting or have the option for individualized meetings.

CIO - A food & nutrition class will be done once a month at Job & Family Services and Lake County General Health District. L. Siciliano-Miller explained the class process. Attendees will complete an evaluation and receive a Farmer's Market coupon. Advertising also through the County On-Hold line, WIC clients and Lake County 211. Also JFS will place a nutrition flyer in CPAs mailings.

B. Horvath described the Diabetes Class at the YMCA. This is a 10-week educational class. Three separate 10 week sessions are scheduled. All participants are physician referred. D. Bennett noted that the Diabetes program is funded through ODH and was granted primarily because Lake County does have the ACHIEVE Grant.

School - Completed wellness policy collection. Next is to develop some recommendations to schools to improve wellness/nutrition policies. One change to CAP – survey not to be sent at this time. The change tool needs to be done again. Will do one comprehensive survey later. Will attend Superintendent’s meeting to introduce ACHIEVE. Riverside schools did receive a Safe Route to School Grant that is \$1000 each to four elementary schools.

CAL – A recreational meeting will be scheduled later in May with other parks and recreation directors. Willoughby and Painesville city each will do a “bike to downtown” program this year. The meeting will be held to expand the “bike day” and make it countywide next year.

A letter will go out 4/2/10 to all city officials/county trustees/LC Commissioners to invite all to a meeting scheduled for 4/21/2010 to explain what ACHIEVE is and encourage support. Then a press release will go out later announcing the 4/21/10 meeting.

D. Kotapish gave an overview/demonstration of Lake County ACHIEVE website. The front page of website can be used as a one-page handout. It also has the mapping of all recreational places within Lake County. Comments on Lake County map was to scale down choices – i.e. parks, and only parks show on the map instead of every icon for everything available. Show only icons that person wishes to view.

He also gave a demonstration of National ACHIEVE website and navigating through it. Lake County information is on national website. T. Luyster and D. Kotapish will keep up the national website with our local ACHIEVE information/contacts/meetings.

Discussion on how email messages would be utilized through website. It was stressed from national that local ACHIEVE should be utilizing national website for communication purposes.

III. Marketing Ideas

- A. One page letter handout to introduce ACHIEVE.
- B. Press Release will go out to announce 4/21 meeting of elected officials.
- C. August 5th meeting – to be a walk to promote something that needs to be fixed or updated. News-Herald would be informed. At May Community-At-Large meeting the details will be worked out.

IV. Lake Health Risk Assessment

S. Minjares distributed and explained 4 consumer health profile reports that Lake Health had done. A marketing group from Tennessee did calculations from assessments completed by county employees and community residents. It was noted that there was more female participants in this year’s study. Explained that the Market column is Midwest population.

V. Old Business

- A. If funds are needed to complete tasks a Budget Request Form must be completed and turned into Tori Luyster.

- B. Lake County ACHIEVE Guidelines distributed. The current term for Chairpersons shall be for one year which means this August the Coaches will contact all Chairs to see if they wish to continue as Chairperson.
T. Luyster made a motion to approve the ACHIEVE Guidelines as written. S. Minjares seconded. All voted aye and motion carried. Coaches will sign the Guidelines.
- C. Nancy Shaffer is no longer State Advisor. Replacement should be Carol Gill and Ann Wiedenbenner from ODH who will meet with Tori April 12. Need to finalize the Veggie U Kits.

VI. New Business

- A. In-Kind Dollars also needs to be tracked. If a cost is incurred because of something you are providing for ACHIEVE then an email needs to be sent to T. Luyster with how much, by whom and when. There is ACHIEVE monies so members should use the Budget Request Form for expenditures.
- B. T. Luyster is completing the Progress Report and requested any CHART member that had not responded to her email regarding their "fit" as to organization type and various sectors see her after the meeting. T. Luyster read off the names that she does not need. The Progress Report that is due Monday 4/5/10.

VII. Miscellaneous

Traci Salkiewicz gave an overview of a conference she attended sponsored ODOT. Comments/discussion ensued.

Next Meetings

CHART

June 3, 2010 at 1:30 PM

Sub Team Meetings

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| 6. Community Institution/Organization | May 18, 2010 at 2 PM |
| 7. School | May 14, 2010 at 1:30 PM |
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Respectfully Submitted,
Judi Waite
Tori Luyster